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GENERAL SERVICES OFFICE REGULATION

NUMBER GSO-20-15

15 April 1953

Rescission: Office of General Services Regulation Number
OGS-20-15 dated 11 August 1952, "OGS Career
Service Board."

GSO CAREER SERVICE BOARD

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I. GENERAL

- A. There has been established in the Agency a Career Service Program. This program is concerned with the identification, development and use of those individuals who desire to render maximum service to the Agency.
- B. The program operates through the Agency Career Service Board and individual boards established in each major office. The General Services Office therefore participates fully in this program and will exert every effort to carry out the Agency policies issued with respect to the program.

II. ESTABLISHMENT OF BOARD

- A. Effective immediately, there is established a General Services Office Career Service Board. The Board shall consist of the following members:

Chairman-----Chief, General Services Office (ex officio)
Member -----Chief, Records Services Division
Member -----Chief, Printing and Reproduction Division
Member -----Chief, Space, Maintenance & Facilities
Division
Secretary (Non-voting)-Administrative Officer

Three members shall constitute a quorum.

- B. Meetings of the Board shall usually be held on the last Friday of each month but may be changed at the discretion of the Board.

III. FUNCTIONS OF BOARD

The General Services Office Career Service Board shall:

- A. Serve as advisor to the Chief, General Services Office, on all matters pertaining to the Career Service Program.
- B. Direct within the General Services Office the application and functioning of the Career Service Program, including but not limited to:

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1. Executing relevant decisions of the CIA Career Service Board and making recommendations to the CIA Career Service Board for improvement of the Career Service Program.
 2. Sponsoring, developing and executing the Career Service Program of the General Services Office, including an intra-office rotation system and reporting periodically to the CIA Career Service Board.
 3. Recommending cancellation or continuance of career development actions.
 4. Participating in the development and execution of approved extra-office rotation systems.
 5. Submitting a semi-annual Personnel Evaluation Report to the Sponsoring Office on each rotation appointee from another office.
 6. Ensuring that the rotation appointees detailed by the General Services Office to another office are not overlooked for warranted promotions and ensuring that rotation appointees received by the General Services Office are productive and their assignments are commensurate with the purpose of the appointments.
 7. Reviewing continuously conditions of service and duty with a view to making recommendations to the CIA Career Service Board concerning working conditions and benefits that can strengthen morale and increase "esprit de corps."
 8. Reviewing continuously the personnel intake of the General Services Office, especially at the junior professional level, with a view to ensuring the acquisition of highly-qualified, versatile persons with long-range potentiality.
- C. Supervise supporting groups or Boards as appropriate for handling specialized functions, assigning to them Office personnel as necessary.
- D. Reviewing Personnel Evaluation Reports and proposed development training.
- E. Review and recommend advancement and promotion plans for individuals; including, but not limited to:
1. Special training courses within the General Services Office.

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2. Nominees for courses outside the General Services Office.
3. Planned progression within the General Services Office for the career development of key individuals.
4. Long-range planning to include rotation and training assignments outside the General Services Office.
5. Reassignment and advancement involving more than one Division or Staff.
6. All promotions of General Services Office employees into grade GS-12 and above.


Chief, General Services Office

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Distribution:

Chief, 
Chief, Records Services Division
Chief, Printing and Reproduction Division
Chief, Space, Maintenance and Facilities Division

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